

National Aeronautics and
Space Administration

Ames Research Center
Moffett Field, CA 94035-1000



August 30, 2006

2006 FISCAL YEAR-END BULLETIN #5

TO: Distribution

FROM: Code C Fiscal Year-End/New Year Start Up Team

SUBJECT: Deadline for submitting PRs to Code JA

This Bulletin establishes multiple dates, based on dollar value, as the deadline for submitting Purchase Requisitions to Code JA

Please see the following Centerwide email distributed on 6/26/2006.

Please contact Pat Hudson at 4-3001 or Patricia.B.Hudson@nasa.gov if you have any questions. This Bulletin is also available at <http://cfo.arc.nasa.gov/fye.html>.

Original Signed By
Code C Fiscal Year-End/New Year Start Up Team

Distribution
Code C

TO: Resident Staff

FROM: Lewis S.G. Braxton III, Director, Center Operations

SUBJECT: Deadline for Receiving Purchase Requests (PRs) in Code JA

The Acquisition Division has established the following deadlines for receipt of Purchase Requests (PRs) in the Acquisition Division to ensure all end of year requirements will be obligated by Friday, September 29, 2006 (prior to IEMP/SAP shutdown). End of year requirements are those which are expiring funds or other funds that will be lost to the Center if not obligated by the end of the fiscal year. These deadlines are based on the average lead-times for placing new awards during the end-of-year crunch.

PRs more than \$25,000: On or before July 21, 2006

PRs from \$10,001 to \$25,000: On or before August 4, 2006

PRs less than \$10,000: On or before August 25, 2006

The Acquisition Division will make every effort to award and obligate any PRs received after the deadlines; however, those PRs are at risk of not being obligated by September 29, 2006.

Due to workload and many competing Center priorities, complete PR packages [For example, Statement of Work (SOW), Market Survey, Sole Source Justification or JOFOC, ARC Form 796 and/or ARC Form 789 (Section 508 applicable) etc.,] must be submitted in order to eliminate delays in completing your procurement. These documents should be attached to the PR in SAP. Requests for additional information must be answered timely for a PR to maintain its priority position.

Incremental funding actions require less lead-time than new awards. We request that PRs for incremental funding actions be submitted as soon as possible, but no later than September 20, 2006. Due to the short window before fiscal year-end, it is critical that requesting organizations work with their Acquisition point of contact (see below) to identify potential requirements well before September 20, 2006.

We will use this advance planning to take any steps possible to minimize lead-times, and will make every effort to ensure an award by September 29, 2006.

Further, with IEMP/SAP, getting new vendors added to the Vendor Master List can take up to 2 weeks. We highly encourage you to start the process for your end-of-year requirements in accordance with the above schedule as soon as possible.

Again, close coordination with your Acquisition point of contact will help us complete your end-of-year award requirements.

Due to the end-of-year workload, requests for de-obligations and actions requesting adjustments to Work Breakdown Structure (WBS), Cost Centers, and/or Fund codes are strongly discouraged. These activities are labor intensive and will impact year-end obligation efforts. Please plan accordingly.

Bankcard holders using expiring funds, identified below, must place their bankcard orders by July 22, 2006, and shipped/billed by August 15, 2006. Expiring FY05 Funds are as follows:

FUNDS

ESAX22005D & ESAX22005R
EXCX22005D & EXCX22005R
SAEX32004D & SAEX32004R
SFCX32004D & SFCX32004R

Non-expiring funds are not affected and cardholders may continue to create order logs after the July 22, 2006, expiring fund cut-off date.

Your Acquisition Points of Contact are:

Codes J, H (JH), and S: Marie Dorish, 4-5772

Codes C, D, E, Q, and T(I) : Jill Willard, 4-3007

Codes A, P(F), N, XT (T), and Y: Ronnee Gonzalez, 4-4386

Bankcards: Mark Lefler, 4-3038; Alma Garcia, 4-5803; or AnJennette Rodriguez, 4-2147 (P-Cards)

Please distribute this notice to any of your staff who will require procurement support. Thank you for helping to meet the very critical target of 100% obligation of end of year requirements.

If you would like to respond to this memo electronically, you may do so by double clicking on the following: <mailto:Patricia.B.Hudson@nasa.gov>

To search for past Centerwide mail: <http://centerwide.arc.nasa.gov/announcements/>

To submit Centerwide mail: <http://centerwide.arc.nasa.gov/>

To go to the Ames Intranet: <http://insideames.arc.nasa.gov/>